

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY OTTAWA PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECVISIT - ADMINISTRATIVE/LOGISTICAL ARRANGEMENTS

NOTE: THE FOLLOWING IS THE DEPARTMENT'S STANDARD MESSAGE
SENT TO EMBASSIES ON ADMINISTRATIVE/LOGISTICAL REQUIREMENTS
IN SUPPORT OF A VISIT BY THE SECRETARY.

SOME OF THE ITEMS ARE NOT APPLICABLE TO THE OTTAWA VISIT
WHILE OTHERS, AT YOUR DISCRETION, CAN BE MODIFIED OR CHANGED
TO SUIT LOCAL CONDITIONS. SEE ALSO PARAGRAPH 16, SPECIAL
INSTRUCTIONS.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL TRAVEL ABOARD A SPECIAL MILITARY
AIRCRAFT. ETA WILL BE CONFIRMED AND A PASSENGER LIST WILL
BE FURNISHED BY SEPTEL.

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2. ENTRY/EXIT FORMALITIES

PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY
AND PRESS AND ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS

CLEARANCES FOR PASSENGERS AND BAGGAGE.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS (SEE ALSO PARA. 4 BELOW)

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND ELEVEN (11) DOUBLE ROOMS TO BE USED AS OFFICES. BEDROOM FURNITURE SHOULD BE REMOVED FROM ALL OFFICES. THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS COMMAND POST TO BE LOCATED IN ONE AREA, WITH OTHER OFFICES (I.E. FOR S/S ETC. AND THE REMAINDER OF THE PARTY) LOCATED ON ANOTHER FLOOR. IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS RESPECTIVELY, AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MSGS. UNDER NO CIRCUMSTANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED ADJACENT TO THE SECRETARY'S SUITE. SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR EIGHT TO TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM CONVERTED LIMITED OFFICIAL USE
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TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- THREE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES AND FORMS

- COPY MACHINE (IF POSSIBLE)

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS (AND SY) COMMAND POST(S): ONE DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANTS' OFFICE FOR THE USSS COMMAND POST.

IF THE SECRETARY'S WIFE IS A MEMBER OF THE PARTY ONE ADDITIONAL ROOM, IN THE PROXIMITY OF THE SECRETARY'S SUITE, WILL BE REQUIRED FOR AN SY COMMAND POST. USSS AND SY REPRESENTATIVES ADVANCING THE VISIT SHOULD BE CONSULTED REGARDING OTHER REQUIREMENTS FOR THESE ROOMS.

B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR. BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) EXECUTIVE SECRETARIAT STAFF (S/S): THREE (3) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES; ONE OF THE DOUBLES SHOULD BE RESERVED FOR OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS:

- TWO DESKS OR WORKING TABLES

- TWO TYPEWRITERS AND TWO STANDS
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- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH FIVE DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS' CONTROL ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE A BULLETIN BOARD FOR NOTICES AND AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO CONNECTING DOUBLE ROOMS. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY AND OCCASIONALLY SOME SENIOR STAFFERS TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION OR IN CLOSE PROXIMITY: (A) OFFICE FOR TWO SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

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5. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) THE SECRETARY

(2) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(3) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(4) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(5) ONE VEHICLE FOR THE S/S TEAM.

(6) ONE VAN FOR CLASSIFIED MATERIAL.

(7) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(8) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

(9) PRESS BUS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE

PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

6. ROOM AND CAR ASSIGNMENTS

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UPON RECEIPT OF THE PASSENGER LIST MAKE ROOM AND CAR ASSIGNMENTS AND PLEASE NOTIFY THE DEPARTMENT (S/S-EX) IMMEDIATELY.

7. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE VISIT, AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH THE PARTY AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE AT POST A FEW DAYS IN ADVANCE OF THE VISIT.

C. THE SECRET SERVICE MAY WISH TO USE THE SECRETARY'S ARMORED LIMOUSINE FOR THE VISIT. PLEASE ADVISE IF THIS IS ACCEPTABLE TO THE HOST GOVERNMENT OR IF YOU ANTICIPATE UNUSUAL SENSITIVITY TO THIS PROPOSAL.

D. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

E. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE SENIOR STAFF AND S/S OFFICES.

8. BAGGAGE

A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO OVERSEE THE HANDLING OF THE PARTY'S BAGGAGE.

9. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF
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LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE
OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS TACT-
FULLY OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE
3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT
OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT
AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR
SHIPMENT.

10. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES
WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS
TO WORK WITH S/S AND TO PROVIDE CLERICAL SUPPORT FOR OTHER
MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY
MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT
AND THE EMBASSY'S C&R UNIT; TWO COURIERS WILL BE NECESSARY
FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF S/S AND THE
CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE
RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A
SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND
MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE
BRIEFCASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE
STATIONS HE SERVICES.

11. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES
ETC., SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU.

12. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR
SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE CREW
WILL BE HANDLED VIA MILITARY CHANNELS.

13. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM,
ARE CONTAINED SEPTEL.
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14. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

15. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL AND EMBASSY OR TIMES BETWEEN ALL THREE LOCATIONS IF SECRETARY RESIDES ELSEWHERE.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

16. SPECIAL INSTRUCTIONS

ACCOMMODATIONS: IF THE SECRETARY STAYS
AT GOC GUEST HOUSE:

A. WOULD APPRECIATE ARRANGEMENTS AS MENTIONED IN PARA 4, ABOVE.

B. OFFICES FOR S/S TEAM AND SENIOR STAFF SHOULD BE ESTABLISHED IN THE CHANCERY AND NOT IN A HOTEL.

C. MEMBERS OF THE PARTY ACCOMPANYING THE SECRETARY OR TRAVELLING TO OTTAWA COMMERCIALY SHOULD BE BOOKED INTO A SUITABLE HOTEL IN THE PROXIMITY OF THE CHANCERY/GUEST HOUSE. NO OFFICES OR CONTROL ROOM IN HOTEL WILL BE LIMITED OFFICIAL USE
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REQUIRED.

D. BEST ESTIMATE NOW IS THAT APPROXIMATELY 15 DOUBLES AND 7 SINGLES WILL BE REQUIRED FOR THE SECRET SERVICE, SY, WHCA, S/S AND OTHER STAFF. THESE FIGURES INCLUDE REQUIREMENTS FOR BOTH ADVANCE GROUPS AND THOSE ACCOMPANYING THE SECRETARY.

E. HOTEL ACCOMMODATIONS FOR PRESS WILL BE SUBJECT SEPTTEL.

COURIERS: WITH S/S IN THE CHANCERY AND THE SECRETARY IN
THE GUEST HOUSE, TWO COURIERS, REPEAT TWO, WILL BE
REQUIRED FOR SIMULTANEOUS SERVICE BETWEEN THE TWO POINTS.
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